

~~CONFIDENTIAL~~

21 October 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Advanced Sick Leave for [REDACTED]

25X1A9A

1. [REDACTED] is ill and not expected to be able to return to work before 25 October or later. It is requested that sufficient sick leave be advanced to cover this period of absence. A doctor's certificate will be presented on her return.

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2. It is understood that this leave will be charged against leave which [REDACTED] will earn in the future or the amount will be refunded.

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[REDACTED]  
Office of the Director  
Planning and Coordination Staff

25X1

*adm. -  
appropriations - Time & Attendance*

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